

TENANT IMPROVEMENT OR CHANGE OF USE PERMIT APPLICATION

Permit # _____

1. Existing Building Information

Type of building construction _____ Number of stories _____

Area of 1st story _____ Total area of building _____

Existing sprinkler system? Yes / No Is existing space heated? Yes / No

Percent of building perimeter on 20ft or greater open yard or road _____ %

Occupancy classification of existing space _____

2. New Space

Project Description _____

Occupancy classification of new space _____

Area of main floor _____ X _____ = _____ sq. ft.

Area of second floor _____ X _____ = _____ sq. ft.

Area of basement _____ X _____ = _____ sq. ft.

Heating system? Electric _____ Other _____ Percentage of glazing? _____

Value of improvement \$ _____

Mixed Use Buildings

☐ Separated uses.

New space is separated from other uses by fire barriers and individually reviewed.

Occupancy of space above _____ Occupancy of space below _____

Occupancy of space in front _____ Occupancy of space behind _____

Occupancy of space to right _____ Occupancy of space to left _____

Fire barrier rating _____

Submit two sets of plans of new space and exit paths to outside.

☐ Nonseparated uses.

The building is reviewed as a whole for all occupancies.

Submit two sets of plans of the new space and a floor plan of the entire building showing all occupancy classifications.

3. Planning Requirements

Number of parking spaces available for building? _____

Certification of transportation concurrency if required. Permit # _____

Provide copy of Water Availability form **approved** by the Island County Health Department if required.

Approval Date _____

Provide copy of septic permit or as-built **approved** by the Island County Health Department.

Septic permit # _____

Provide copy of access permit **approved** by the Island County Public Works Department.

Access Permit # _____